

## 12. DOCUMENTING PERSONNEL ACTIONS.

**Leave without Pay.** LWOP must be documented on an SF 50, Notification of Personnel Action, with nature of action **473/LWOP-US** and legal authorities **Q3K/5 CFR 353** and **ZJW/Operation Enduring Freedom**. (Note: **ZJW** is a new legal authority that has been established to enable OPM and agencies to identify reservists who are involved in the effort under Operation Enduring Freedom). These same authorities must also be used on the **292/RTD** action when the reservist returns to civilian employment.

### **Health Benefits and Life Insurance.**

For those reservists with health benefits coverage while absent for reasons related to military duty, enter in block 45 of the SF 50 remark **B66**:

Health benefits coverage will continue for 18 months unless you elect to terminate coverage. Contact your servicing Human Resources Office or see the FEHB Handbook at <http://www.opm.gov/insure> for detailed information.

For those reservists with Federal Employees Group Life Insurance (FEGLI) coverage, enter in block 45 of the SF 50 remark **B72**

FEGLI coverage continues until your time in nonpay status totals 12 months. Contact your servicing Human Resources Office or see the FEGLI Handbook at <http://www.opm.gov/insure> for detailed information.

**Separations.** If the reservist requests separation rather than LWOP, the separation must be documented with nature of action **353/Separation-US** and legal authorities **Q3K/5 CFR 353** and **ZJW/Operation Enduring Freedom**. Follow the instructions in Chapter 9 or 11 (as appropriate) of *The Guide to Processing Personnel Actions*, to document the reservists restoration upon completion of his or her military service.